

BY-LAWS
of
COSGROVE ACRES COMMUNITY ASSOCIATION, INC.

PREAMBLE

The following are hereby adopted as the By-Laws of the **Cosgrove Acres Community Association, Inc.**

All present and future Owners, successors in ownership, mortgagees, lessees and occupants of properties and any other persons who may use the facilities and common areas of the **COSGROVE ACRES COMMUNITY ASSOCIATION, INC.** (hereinafter "Association") in any manner are and shall be subject to the Declaration, the Articles of Incorporation of the Association, these By-Laws and all rules and regulations made pursuant hereto. The acceptance of a deed of conveyance or the entering into of a land contract or lease or the act of occupancy of a property shall constitute an agreement that the provisions of the Declaration, the Articles of Incorporation, and these By-Laws and any rules and regulations adopted by the Association are accepted, ratified, and will be complied with.

These By-Laws shall govern and control the Association and shall control over and replace any prior rules or By-Laws. These By-Laws shall be deemed to be covenants running with the land and shall be binding on the Owners, their heirs, administrators, personal representatives, successors and assigns.

ARTICLE I

Membership

- 1.01 Members. Each lot owner and co-owner in the **Cosgrove Acres Subdivision** in the Village of Richfield, County of Washington, State of Wisconsin, shall be a member of the **Cosgrove Acres Community Association, Inc.**, hereinafter called the "Association." Each Member shall be responsible for providing the contact information for each home, including the contact person's name, address, email address and telephone number.
- 1.02 Privileges. Each member of the Association and the Family residents of their home in the Cosgrove Acres Subdivision shall be entitled to a right of access and use of the lands owned by the Association and maintained as land held in common in the Subdivision for the purposes intended, subject to the payment of such annual dues assessments and special assessments as may be levied by the Association and compliance with such rules and regulations as the Board of Directors may from time to time establish. Members shall be eligible to serve on the Board and such committees established in carrying out of the purposes of the Association.

ARTICLE II

Meetings

- 2.01 Annual Meeting. There shall be an annual meeting of Association which shall be scheduled by the Board of Directors. The annual meeting shall be held in September of each year unless another month is selected by the Board. Meetings shall take place at a place and time as shall be determined by the Board of Directors. The purpose of the Annual meeting shall include electing directors, reviewing Association expenses, adopting an annual budget, and for the transaction of any other business that may come before the meeting.
- 2.02 Special Meetings. Special meetings of the Association for any purpose or purposes may be called by the President or the Board of Directors or by written request of 50% of the members entitled to vote at the meeting, such meeting shall be held in the place designated in the notice of such meeting. Only business that is specifically stated in the notice of the special meeting may be transacted.
- 2.03 Notice of Meetings. Written notice stating the date, place and hour of an Association meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten days (10) days before the date of such meeting by: (a) email; (b) by personal delivery or (c) by US mail as directed by the President or Secretary of the Association. Any mailed Notice shall be deemed to be delivered when deposited in the United States mail addressed to the member(s) at their

addresses with postage thereon prepaid. Email notice shall be deemed delivered upon sending to the recipient's correct email address.

- 2.04 Quorum. A quorum at any properly called meeting of the Association shall consist of Twenty percent (20%) of the members of the Association. The Association may conduct Annual meetings by video teleconference.
- 2.05 Proxies. Members may exercise their right to vote at the annual meeting or any special meeting by in-person voting, by pre-approved video teleconferencing, or by written proxy that is duly signed in a form required by the Board and delivered before the meeting begins. The proxy shall expire and be void once the meeting for which the proxy has been given has concluded.
- 2.06 Conduct of Meetings. The President, and in her/his absence, the Vice President, and in their absence any person chosen by the members present which call the meeting of the members to order shall act as chair of the meeting and the Secretary of the Association shall act as secretor), of all meetings of the members; but in the absence of the Secretary the presiding officer may appoint any other person to act as secretary of the meeting.
- 2.07 Voting of Members. Members of the Association as of the date of the meeting shall be entitled to cast one vote per subdivision lot.
- 2.08 Procedure of Meetings. Robert's Rules of Order, latest edition, shall be the governing parliamentary rules and procedure of the Association except as otherwise modified by the Declaration, By-laws or by a vote of the Board of Directors.

ARTICLE III

Directors

3.01 Description and Authority of the Board. There shall be a Board of Directors ("Board") consisting of 3 to 5 members of the Association nominated by the Board and elected by the members at the annual meeting. The terms of the directors shall be set to expire in staggered years and the terms shall be for two (2) years. The Board shall be responsible for the governance, management and operations of the Association. The Board is also responsible for collecting, managing and accounting for Association funds. The Board shall be responsible for opening and maintaining such Bank accounts as deemed necessary or appropriate by the Board to hold and account for Association funds. Upon relinquishment of Architectural Control by the Developer, the Board shall also be responsible for Architectural Control for the Association and the Subdivision. The Board may establish a separate Architectural Control Committee that reports to and is governed by the Board. In addition, it is the responsibility of the Board to enforce the dues and other assessments approved by the Association and to enforce the policies and guidelines adopted by the Association. The Board is authorized to retain and pay the reasonable costs for the services for an outside management company to assist the Board with Association

business and operations. Any Board Member may be removed by the Board of Directors whenever, in its reasonable judgment, the best interests of the Association shall be served by removal.

3.02 Officers and Committees. The Board of Directors shall appoint a President, Vice President, a Secretary and a Treasurer to assist in the conduct of Association business. The positions of Secretary and Treasurer may be combined into one position (Secretary/Treasurer) if the Board so decides. The Officers shall be elected from those persons serving on the Board of Directors. The Board may from time to time appoint committees to assist in the carrying out of the purpose and business of the Association, including, but not limited to, an Architectural Control Committee, a Maintenance Committee and a Social Committee.

3.03 Meetings. The Board of Directors shall meet no less than 2 times during the year. Special meetings may be called by or at the request of the President, Secretary or any two Directors.

3.04 Notice of Meetings. Notice of any Board meeting shall be given at least five (5) days before the time set for the meeting by written notice delivered personally, by e-mail, or by US Mail (delivered at least 5 days before the meeting) to each Director at his/her address that is in the records of the Association. The required notice for a meeting of the Board of Directors may be waived by unanimous consent of the Directors given verbally or in writing.

3.05 Quorum. A majority of the numbers of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

3.06 Conduct of Meeting. The President and in her/his absence, the Secretary and in their absence, any Director chosen by the Directors present shall call a meeting of the Board of Directors to order and shall act as chair of the meeting. The Secretary of the Association shall act as secretary of all meetings of the Board of Directors and in the absence of the Secretary the presiding officer may appoint any other person present to act as secretary of the meeting.

3.07 Vacancies. Any vacancy occurring in the Board of Directors may be filled on an interim basis by the Directors then in Office until the next annual Association meeting.

3.08 Architectural Control Committee (ACC). The Association is responsible for architectural control in a manner that is consistent with the existing architectural home designs in the subdivision and consistent with the Subdivision Guidelines for Plan Approval (as amended from time to time). The Architectural Control authority shall be vested in the Board of Directors of the Association, which may, in turn establish an Architectural Control Committee that will oversee and enforce the design, appearance, aesthetic and construction requirements of the subdivision, including, but not limited to, remodeling, additions, and renovation projects. The ACC shall report to the Board of Directors and be a Board of Directors subcommittee. The initial ACC shall be appointed by the Declarant as described and limited by the subdivision Declaration. Both ACC and

Declarant approval of the drawings for the initial construction of a residence on a lot must be obtained in advance and in writing before any construction work may commence. (See Declaration Article 6.1a)

ARTICLE IV

Officers

- 4.01 Number. Election and Term. The officers of the Association may consist of a President, Vice President, Secretary, Treasurer and/or a Secretary/ Treasurer. All officers shall be elected annually by the Board of Directors. Every officer shall hold office until her/his successor shall have been duly elected.
- 4.02 Removal. Any officer may be removed by the Board of Directors whenever in its judgment the best interests of the Association shall be served.
- 4.03 Requirement. All officers must be Members of the Association.
- 4.04 Vacancies. A vacancy in any office shall be filled by the Board of Directors for the unexpired portion of the term.
- 4.05 President. The President shall be the principal executive officer of the Association and, subject to the control of the Board of Directors, shall in general supervise and control all of the business, operations and affairs of the Association. The President shall, when present, preside at all meetings of the Members.
- 4.06 Other Officers. The officers shall have such duties and functions as are generally held or performed by such officers in business corporations, and such additional duties and functions as may be established by the Board of Directors. The Association Treasurer is responsible for maintaining the Association financial books and records and shall keep track of Association finances and accounts, maintain and update the Association financial records and prepare quarterly and annual reports of the Association income, expenses assets and liabilities. The Secretary shall be responsible for maintaining a roster of the names, addresses and contact information for each owner. The Secretary is also responsible for assembling and distributing meeting agendas (with the Board's input and approval) and for sending out meeting notices in a timely manner, keeping a written record of the activities and business of the Association, particularly at the Association Annual Meeting and the Board of Directors' Meetings (via minutes of said meetings). A Vice President shall be appointed if deemed necessary and appropriate by the Board to share in the President's and other officers' administrative and organizational duties, as directed by the Board.

ARTICLE V
Financial Matters

- 5.01 Fiscal Year. The fiscal year and budget year of the Association shall be January 1 through December 31.
- 5.02 Budget. The Board of Directors shall prepare a budget for presentation at the Annual Meeting of the Association. The budget shall reflect the entire range of costs incurred by the Association to operate the Association and to maintain the land held in common for the recreation, health, safety, welfare and enjoyment of its Members. These costs shall include, but not be limited to, payment of taxes, insurance, repair, replacement and additions to the improvements made upon the land held in common and the cost of labor, equipment materials, management and supervision thereof. The Board of Directors shall also prepare and deliver to the Association Members an Annual Report of Association Finances that accounts for all Association revenues and all disbursements. The Board is hereby granted the authority to maintain reserves or reserve accounts to ensure that Association costs and expenses are timely paid. A proposal made by any member at any meeting which would increase the budget by 20% or more of the average of the three prior year's actual expenditures must be referred to the Board of Directors for their study and recommendation. The response of the Board of Directors shall be presented to a properly called Special Meeting of the Association within 30 days.
- The Board of Directors may establish and/or maintain two separate funds or accounts for the Association. One account is to be the Association Operating Fund which may be used to pay current expenses of the Association. The other account is to be used as a Reserve Fund, to be used for collecting and retaining reserve monies for capital repair projects or improvements' or for emergency of such other expenses as deemed necessary and appropriate by the Board of Directors.
- 5.03 Annual Dues Assessment. Upon the adoption of the budget each Lot shall be assessed a pro-rata share, or one share per lot, of the entire budget. A statement indicating the amount of the assessment shall be delivered to each member on or before February 15th each year. The assessment will be due and payable by March 15th of each year. The Board may approve installment payment plans for dues or assessments, in its discretion, in cases involving extraordinary circumstances or hardship.
- 5.04 Special Assessment. A special assessment may be levied by the Association for the purpose of defraying in whole or in part the cost of any construction or reconstruction, unexpected repair or replacement of a capital improvement upon the open space or for Association obligations if consented to by two-thirds (2/3) of the members of the Association at a Special Meeting of the Association called solely for the purpose of considering the Special Assessment. Special assessments shall be due and payable 90 days after the required affirmative vote of the Members of the Association.
- 5.05 Unpaid Assessments. If any the assessments are not paid on the date when due, such

assessment shall become delinquent and shall, together with such interest thereon and costs of collection thereof, including reasonable attorney fees, become a continuing lien on the property which shall bind such property in the hands of the then-owner, her/his heirs, successors, purchasers, devisees, personal representatives and assigns. Such assessment shall also be the personal obligation of the owner(s) of the lot at the time said assessment becomes delinquent, and shall remain her/his personal obligation as provided by Wisconsin law. If the assessment is not paid within 30 days after the delinquency date, the assessment shall bear interest from the date of delinquency at the rate of 18 percent per annum, and the Association may pursue collection and/or bring legal action against the owner personally or against the property to enforce the lien rights of the Association, all as provided by Wisconsin law. There shall be added to the amount of such assessment all costs of collection, including, but not limited to, reasonable attorney fees, court costs, collection expenses, and the costs of preparing and filing any legal action against the Owner and/or her/his property.

- 5.06 Proof of Payment of Assessments. The Association shall, upon demand at any reasonable time, furnish to any lot owner a certificate in writing signed by an officer of the Association setting forth whether all assessments have been paid. Such certificate shall be conclusive evidence of the payment of any and all assessments therein stated to have been paid.

ARTICLE VI

Guidelines for Common Area Usage, Property Use and Maintenance and Architectural Control and Improvements

All of the lots in the Cosgrove Acres Subdivision are subject to and governed by the Declaration of Covenants, Conditions and Restrictions for Cosgrove Acres that was recorded with the Register of Deeds for Washington County on August 9, 2004 as Document No. 1058861. ("Declaration"). The general purpose of the Declaration is to promote the Subdivision as a harmonious residential community of high quality homes; while protecting the natural beauty and quality of the environment; to help insure that the Subdivision will remain an attractive community; to preserve the common areas within the Subdivision; and to maintain and enhance the value of investments made by purchasers of properties in Cosgrove Acres. All construction, remodeling and renovation projects are subject to the terms, conditions and requirements of the Declaration; Village ordinances and requirements; and the approval of the Architectural Control Committee. In some cases, as noted in the Declaration, the Declarant's approval is also required. Lot Owners should refer to the Declaration for the requirements and guidelines that apply to all Lot Owners.

The Cosgrove Acres Community Association, Inc., ("Association") was established for the purpose of managing, maintaining and controlling the common areas of the subdivision and performing such actions as are authorized by the Subdivision Declaration. Under the terms of the Declaration, the Association has the duty to provide for the maintenance of the common area of the Association and all improvements located in the common areas; to enforce the provisions of

the Declaration; and to establish Rules and Regulations governing the use and enjoyment of the common areas and the enforcement of the provisions of the Declaration.

These Guidelines are intended to be flexible in application and interpretation. The Board of Directors may permit exceptions or may waive strict enforcement of the guidelines for good cause. Amendments to the Guidelines may be proposed by the Board or any Subdivision Lot Owner. Proposed amendments or revisions to the Guidelines shall be voted upon at the Association Annual Meeting and adopted if approved by more than a 75% vote of the Owners present at the annual meeting (presuming a quorum is met); provided that notice of the proposed amendment or revision has been delivered to all Lot Owners at least 21 days before the Annual Meeting.

6.1 Use of the Common Area.

1. The Common Area of the Subdivision is intended for the use and enjoyment of all residents of the Cosgrove Acres Subdivision. No part of the Common Area shall be treated or occupied as if it was an individual lot owner's private property.

2. No one may alter the Common Area in any way without the permission of the Association Board of Directors, including, but not limited to, changing the landscaping within the Common Area, creating additional trails within the Common Area, mowing across property lines into the Common Area or obstructing the ordinary use of the Common Area.

3. No improvements shall be allowed on the Common Area except for those approved by the Association, in advance, and storm-water management facilities; and sewer, water, gas, electric, telephone and other utility lines and facilities.

4. Anyone who damages or destroys the Common Areas or the improvements and amenities in the Common Areas shall be responsible to the Association for the repair and replacement of the damaged items, up to 150% of the actual repair and replacement cost.

6.2 Property Use and Maintenance. The Association Board may direct an Owner to make reasonable repairs to the Owner's home, or correct conditions, landscaping or other exterior appearances of the home and yard in such a way as to promote and preserve the value of the homes within the subdivision and/or to generally remain in compliance with the applicable Architectural Control Guidelines.

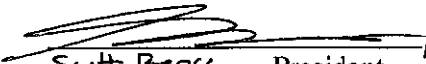
ARTICLE VII

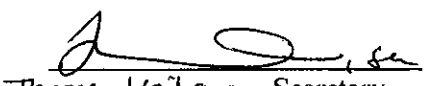
Amendments to the By-laws

7.01 Procedure. Amendments to these by-laws may only be made by seventy-five percent (75%) vote of the members present at the annual meeting; provided there is advance notice of

the proposed amendment given along with the call of the meeting as provided by either the Declaration or these By-Laws.

The foregoing By-Laws are hereby certified as the true and correct By-Laws of the Cosgrove Acres Community Association, Inc. adopted on January 8, 2025.


Scott Bence, President


Theresa Weirman, Secretary

Drafted by:
Attorney Bradley J Dagen
Waukesha, Wisconsin